



## National Interagency Fire Center

3838 S. Development Avenue  
Boise, Idaho 83705

January 10, 2005

To: Geographic Area Coordinating Groups

From: National MAC Group

We are recruiting for individuals to serve on the National Area Command Teams. Buck Latapie's retirement has created a vacancy in the Assistant Area Commander Planning position. Several other members have reached tenure in their positions and will need to reapply for that position or may apply for a different position, if interested.

Nominations for all positions, including the trainee/developmental position, will be accepted.

Please give this wide distribution. Nominations are due back to me by February 18, 2005. We should have teams identified by the end of March.

/s/ Kim Christensen  
National MAC Group Coordinator

## NATIONAL AREA COMMAND TEAMS

### 2005 ANNOUNCEMENT/APPLICATION

ANNOUNCEMENT CLOSES: February 18, 2005

#### OBJECTIVES:

To build and maintain National Area Command Teams with highly qualified and motivated specialists to manage complex emergency operations in a professional and cost effective manner.

#### DATE AND LOCATION OF POSITIONS:

Individuals selected will be assigned to a National Area Command Team. Assignment will begin approximately April 1st following team identification and will continue for a three year period. Following the three year term, there is an option to reapply for one additional three year period.

#### AREA AND LEVEL OF CONSIDERATION:

All NWCG participating agencies nationwide. Selections will be done by the National MAC Group for the Area Commander. Area Commanders will then select team members from a list provided by the National MAC Group.

#### APPLICATION REQUIREMENTS:

The following are required of each applicant and must be submitted under official correspondence by the local agency administrator (i.e. Forest Supervisor, District Manager, Refuge Manager, or regional/national equivalent, etc.). Failure to submit the required materials may result in non-consideration of the application.

1. National Area Command Team Application, including applicant's statement of knowledge and skills. If more than one position is applied for, prioritize in order of preference.
2. Most recent Fire Overhead Performance Ratings covering positions desiring consideration, if applicable.
3. Supervisors appraisal, recommendation and certification of availability.
4. Certification of Fire Qualifications signed by home unit's fire qualification and training coordinator.

**DUTIES:** Individuals selected will be expected to perform at a high level of expertise as a member of a National Area Command Team. Interaction between team members is an absolute necessity when performing in an emergency and often critical incident environment. Specific duties vary with position and are listed in the NWCG Fireline Handbook (410-1).

**QUALIFICATIONS:** Applicants applying for positions must meet established qualifications standards as published in the NWCG Wildland Fire Qualification Subsystem Guide (PMS 310-1). In summary, Area Commanders will have experience performing as a general staff on a national incident management team, performance as an assistant ACDR, and a position performance assignment as an Area Commander. Assistant Area Commander positions (plans & logistics) will have experience performing as a general staff on a national incident management team, and a position performance assignment as an assistant ACDR. Area Command Aviation Coordinators will have experience performing as an AOB on a National Type 1 Incident Management Team and have completed a position task book for ACAC.

## ADVERTISED POSITION/TEAM COMPOSITION:

ACDR - Area Commander

ACPC - Assistant Area Commander-Planning

ACLC - Assistant Area Commander-Logistics

ACAC - Area Command Aviation Coordinator

## SELECTION CRITERIA:

Employee's supervisor is required to complete supervisory questionnaire with a concurrence of availability. The Agency Administrators recommendation of candidate's potential and availability is also required.

## SELECTION PROCESS:

The geographic area will validate all qualifications and forward all qualified applicants to the National MAC Group. All candidates will be evaluated on supervisor's appraisal, applicant's written statement, and possible interviews by the selecting official or their designate.

The National MAC Group will select the Area Commanders.

The selected Area Commanders will fill their teams from the list of qualified personnel provided by the National MAC Group.

**WHERE TO APPLY:** Geographic Area Coordination Groups will designate the location within the geographic area to forward applications. After certifying area candidates, geographic areas will forward candidates to the NICC Manager at NIFC.

Date \_\_\_\_\_

# NATIONAL AREA COMMAND TEAM APPLICATION

### Supervisor's Appraisal & Recommendation

Applicant Name (Print, Last, First, MI)

Home Unit

Position{s} Applied For: 1st \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

Please rate the applicant to the following criteria and conform (his/her) availability.

A. Ability to communicate orally.

\_\_\_\_\_5 Superior qualifications  
 \_\_\_\_\_4 Above average  
 \_\_\_\_\_3 Fully acceptable  
 \_\_\_\_\_2 Adequate  
 \_\_\_\_\_1 Demonstrated weakness

Rationale:

B. Ability to communicate written instructions clearly and in a brief manner.

\_\_\_\_\_ 5 Superior qualifications  
 \_\_\_\_\_ 4 Above average  
 \_\_\_\_\_ 3 Fully acceptable  
 \_\_\_\_\_ 2 Adequate  
 \_\_\_\_\_ 1 Demonstrated weakness

Rationale:

C. Ability to accept responsibility and initiate actions in a complex and commonly stressful environment.

- ☐ 5 Superior qualifications
- ☐ 4 Above average
- ☐ 3 Fully acceptable
- ☐ 2 Adequate
- ☐ 1 Demonstrated weakness

Rationale:

D. Ability to gather and evaluate information and to make decisions common to the position applied for.

- ☐ 5 Superior qualifications
- ☐ 4 Above average
- ☐ 3 Fully acceptable
- ☐ 2 Adequate
- ☐ 1 Demonstrated weakness

Rationale:

E. Ability to function effectively in a team setting.

- ☐ 5 Superior qualifications
- ☐ 4 Above average
- ☐ 3 Fully acceptable
- ☐ 2 Adequate
- ☐ 1 Demonstrated weakness

Rationale:

F. Ability to train others.

- ☐ 5 Superior qualifications
- ☐ 4 Above average
- ☐ 3 Fully acceptable
- ☐ 2 Adequate
- ☐ 1 Demonstrated weakness

Rationale:

ADDITIONAL REMARKS:

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*Signature of Work Supervisor-Appraiser*

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*Date*

I concur with the applicants availability to serve as a member of a National Area Command Team, if selected.

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Unit Agency Administrator -Title Signature

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Date